**Job Description** - **Assistant Company Secretary – Permanent Full Time / Hybrid Glasgow reporting into Company Secretary.**

**An Assistant Company Secretary with prior PLC experience to be part of a small Secretarial team.**

This is a new role to the Secretarial team and would best fit an Assistant Company Secretary currently operating within a listed company or perhaps supporting listed companies via professional services, with experience of supporting Boards and Committees. The focus will be mainly on the experience level and fit within a very supportive and collaborative team.

**BOARD SUPPORT**

* Manage the logistics of Board and Committee Meetings in Ireland.
* Support and management of meetings through planning, drafting of agendas, paper collation, paper reviews, distribution and follow up actions.
* Maintain rolling calendars of events, i.e. Board calendars, Agenda Planners, Board paper timetables, Board and Committee Schedules, Company Secretarial calendar.
* Manage the process around the signing of Board and Committee minutes.
* Support the Annual General Meeting (AGM) process and manage the AGM logistics, working closely with the key stakeholders.
* Provide administrative support for the Non-Executive Directors.

**STOCK EXCHANGE**

* Preparation and release of RNS & FCA of standard Stock Exchange Announcements, e.g. share dealings, blocklistings, total voting rights.

**STATUTORY COMPLIANCE FOR SUBSIDIARIES**

* Maintaining statutory books and other key governance processes in relation to Irish and UK law.
* Responsible for ensuring the entity software platform, GEMS is accurate and rolled out across the business.
* Preparation and filing of statutory and regulatory filings with the CRO (Ireland) and Companies House (UK).
* Manage the Statutory Accounts approval and filing process.
* Arranging subsidiary meetings.

**SHARE DEALING**

* Responsible for ensuring we meet MAR regulations; the share dealing code policy is implemented across the group and records are maintained.
* Updating the platform for insider dealing, ensuring timely notifications of closed periods.
* Keeping abreast of new developments from regulatory and software aspects.

**GOVERNANCE**

* Supporting the Company Secretary in the launch/delivery of strategic governance initiatives and projects across the business.
* Lobbying Returns process.
* Preparation and signing of Emolument Forms for Subsidiary Directors.
* Draft Company Secretary procedure manual and notes on the various tasks.
* Responsible for producing the Notice of Meeting.
* Responsible for updating the Governance elements of the Company website.
* Support the Company Secretary on Governance related matters to include new Board appointments, Board and Committee Performance Reviews, Board Induction Programme.
* Assist with the general administration of the CoSec function and to provide continuous improvements.

**SKILLS & EXPERIENCE**

* Prior experience of working in a UK Listed Company Secretarial team is essential with at least 5 years of company secretarial experience (desired).
* CGI (ICSA) Qualified or studying CGI (ICSA) qualifications (or relevant experience desired).
* Demonstrable knowledge of UK Companies Act, and other corporate legislation, corporate governance codes and best practice, and other regulatory codes and frameworks.

**ATTITUDES & BEHAVIOURS**

* Team player
* Strong organisational skills, process driven with excellent attention to detail.
* Passionate and enthusiastic advocate for governance.
* A good level of IT literacy, systems GEMs/Diligent/Insidertrack.
* An aptitude for forward planning.
* Flexible attitude, able to cope with unexpected and varied demands.
* Self-motivated, pro-active and always looking to contribute to the team’s overall objectives.
* Proven communication skills with excellent analysis, design, creativity and problem-solving skills.
* Ability to develop and maintain strong relationships with stakeholders of all levels.